

**LEA Medi-Cal Billing Option Program
May 9, 2012 Training Questions and Answers**

Note: These questions and answers are from the May 9, 2012 LEA Medi-Cal Billing Option Program training. LEAs should refer to the LEA Medi-Cal Billing Option Provider Manual (LEA Provider Manual) for all LEA Program and policy information. The LEA Provider Manual can be found at: <http://www.dhcs.ca.gov/provgovpart/Pages/LEAProviderManual.aspx>

PPA/AR Due Date

1. What is the due date for the PPA/AR?

The due date for the PPA/AR is October 10th, LEAs may begin submitting the PPA/AR as early as July 31st. For the 2012-2013 school year, the LEA will complete the PPA for the 2012-2013 FY and report the financial information from the 2011-2012 Fiscal Year (FY) on the annual report financial data statement.

Authorized Representative

2. What determines if an individual is an authorized signer?

The PPA is a legally binding contract and should only be signed by individuals who have been assigned signature authority outlined in the district's board resolution. In most cases, this will be the Superintendent, Assistant Superintendent or Business Services/Fiscal Officer. If the person who signs the CRCS is authorized by the school to bind contracts s/he may sign the PPA/AR.

Certification of State Matching Funds

3. Regarding Attachment 1, Certification of State Matching Funds for LEA Service, what is the criteria for determining the dollar amount for line 2?

Certification of Matching Funds: The certification of state matching funds designates the amount of non-federal funds the LEA has available to finance LEA program activities for the fiscal year. This form identifies the money that will be used by the LEA to supply health services to Medi-Cal enrolled students, and it is the maximum amount your LEA will be able to receive in matching federal Medicaid funds, reimbursed through the LEA Medi-Cal Billing Option, during the upcoming fiscal year.

Extra LEA Funds

4. If the LEA provider doesn't use all fund within fiscal year, can the provider use that money to offset the overpayment for the next fiscal year?

If the LEA does not use all of the funds, the funds may be rolled over to the next year and reinvested in services for school children and their families.

Use of LEA Funds

5. Are there guidelines on allowable versus unallowable ways to spend LEA Program reimbursements received by our district? For example, can the LEA use LEA Program reimbursement to pay for a district school nurse?

Any federal funds received by an LEA provider for LEA services shall be reinvested in services for school children and their families. These funds shall be used to supplement, not supplant, existing services. School-linked support services for children and families consist of services such as case-managed health, mental health, social, and academic support services benefiting children and their families. The services are intended to benefit children and their families and may include, examples originally outlined in SB 620, and now found in California Education Code, Section 8804(g). Therefore, an LEA may utilize LEA Program reimbursement to pay for a district school nurse as long as the school nurse meets the requirements listed above.

6. What is the Education Code section that describes how to reinvest LEA Program reimbursement?

The services are intended to benefit children and their families may include examples originally outlined in SB 620, and now found in California Education Code, Section 8804(g).

7. Can LEA use reinvestment funds to pay vendor fees and non-contingency contracts?

Any federal funds received by an LEA Provider for LEA Services shall be reinvested in services for school children and their families. Please refer to California Education Code, Section 8804(g).

Contingency Fee Contract

8. What is an example of a contingency fee contract?

Contingency costs are payments made to a professional, consultant, or vendor contingent upon recovery from the federal government to cover those costs. Please refer to OMB Circular A-87 § 33(a); and 45 CFR 74.45.

Consortium Billing

9. For LEAs that have multiple school sites, which CDS code should be used? The first 7 digits of the CDS codes are the same for all. Should this be used?

If the LEA has more than one school district claiming under the NPI, the CDS code associated with the NPI should be used on the Provider Enrollment Information page. The CDS code is a 14-digit code. The first two digits identify the county, the next five digits identify the school district and the last seven digits identify the school. Utilize the full 14-digit code to identify the other school districts on the consortium page.

10. Services are provided at multiple school sites. Therefore, for the Service Address, should we use the Special Education office address or do we list all our school sites we provide services to?

Please refer to the consortium billing page in the PPA/AR template. If the LEA has a consortium, where more than one LEA bills under the same NPI, the LEAs Administrative Office address should be used as the service address. Provide the school name, address, and CDS code for each school that bills under the NPI on the consortium billing page.

11. If my LEA is part of a consortium, what CDS code do you report?

If the LEA has a consortium, where more than one LEA bills under the same NPI, the CDS Code associated with the LEAs Name and NPI number should be used.

(Example: LEA Name- LEA School District, NPI-1234567890, CDS Code- 12-34567-0000000. LEA School District has School 1, School 2, and School 3 in its consortium. All of LEA School District information will go on the Medi-Cal Provider Enrollment Information Page and the address and CDS Code for School 1, School 2, and School 3 will go on the Consortium Billing Page.)

12. If my LEA is part of a consortium, what EIN do you report?

If the LEA has a consortium, where more than one LEA bills under the same NPI, the EIN associated with the LEAs NPI should be used. (Example: LEA Name- LEA School District, NPI-1234567890, EIN-95-0000000. LEA School District has School 1, School 2, and School 3 in its consortium. All of LEA School District information will go on the Medi-Cal Provider Enrollment Information Page and the address and CDS Code for School 1, School 2, and School 3 will go on the Consortium Billing Page. The EIN for School 1, School 2, and School 3 is not required on the provider enrollment information sheet or the consortium page.)

Cost Reconciliation and Comparison Schedule (CRCS)

13. Can I include practitioners who only bill and provide for Targeted Case Management services on the CRCS?

Targeted Case Management was not part of the State Plan Amendment. TCM services will continue to be paid as "final" (not interim) rates and will not be subject to the CRCS and the cost reconciliation process. Do not include practitioners who only bill and provide TCM services in the CRCS.

14. Is the new PPA/AR process eliminating the CRCS report?

In addition to the PPA/AR that must be submitted annually, all participating LEAs must complete an annual CRCS report as well.

15. Some districts have received overpayments. Due to CRCS some are wanting to hold their interim reimbursements until after the coinciding CRCS has been reviewed and audited. Is this a problem - how long can a district hold on to the funds?

If an LEA has received an overpayment, it will be offset by future LEA reimbursements.

CRCS Resubmission

16. Can an LEA provider resubmit any other CRCS reports that are currently under audit?

No. DHCS is only accepting a resubmission of the FY 09/10 CRCS. Note this is an optional resubmission and not required by all LEAs.

17. Why do LEAs have the option to resubmit the FY 2009-10 CRCS?

LEAs have the option to resubmit the FY 2009-10 CRCS because DHCS revised the instructions regarding the inclusion of federally funded FTE positions and "all qualified" practitioners. LEAs can review the FY 2009-10 CRCS resubmission information and download the CRCS resubmission forms on the LEA Program website at: <http://www.dhcs.ca.gov/provgovpart/Pages/2009-2010CRCSResubmission.aspx>. The due date for FY 2009-10 CRCS resubmission is by November 30, 2012.

18. How do I know if my LEA should resubmit the FY 2009-10 CRCS form?

DHCS revised the FY 2009-10 CRCS instructions regarding federally funded FTE positions and "all qualified" practitioners. The FY 2009-10 CRCS resubmission is optional. If your LEA determines that the reporting differences related to the federally funded FTEs and "all qualified" practitioners are significant to your LEAs net overpayment/underpayment, you have the opportunity to resubmit your CRCS by November 30, 2012. LEAs can review the details of the FY 2009-10 CRCS resubmission and download the CRCS resubmission forms on the LEA Program website at: <http://www.dhcs.ca.gov/provgovpart/Pages/2009-2010CRCSResubmission.aspx>.

19. Clarify the instructions on CRCS Worksheet A-3/B-3 and who to include in the number of FTE employees. What does the "federal program" refer to?

If your LEA receives federal funding (for example, grants from the state) for practitioners that are providing reimbursable LEA Program services, and their time is dedicated, in full or in part, to that federal program (in which the LEA received the federal funding for), exclude these FTEs (or portions of FTEs) from CRCS Worksheet A-3/B-3. Note that "federal funding" does not include LEA Program federal reimbursement.

20. If my LEA participates in a billing consortium, do I include all of the qualified practitioners billing LEA reimbursable services in the LEA Program for all members of the consortium?

Yes. Since your LEA is in a billing consortium comprised of multiple school districts, include the costs and hours for all qualified practitioners billing LEA reimbursable services in the LEA Program for all school districts billing under your NPI.

PPA/AR Submission

21. Do LEAs have to re-apply or submit the PPA agreement every fiscal year?

Yes. The PPA/AR is a contract between the State and LEA to participate in the LEA Program and each LEA is responsible for submitting a PPA/AR by October 10th of each fiscal year. Since the LEA Program is impacted by legislation, the terms and regulations that pertain to it may change annually.

22. Is there a list of LEAs that have not or that have completed their PPA/AR??

Yes. DHCS has a list and will contact LEAs who have not submitted the PPA/AR.

23. Are LEAs required to send both electronic and hard copies of the PPA/AR to DHCS and/or CDE?

All LEA PPA/Annual Reports must be completed on the most recent forms. LEAs may email the PPA/AR to DHCS at LEA.AnnualReport@dhcs.ca.gov ; however, all signature pages must be mailed to the address below:

California Department of Education
Coordinated School Health & Safety Office
Attn: Shalonn Woodard
1430 N Street, Suite 6408
Sacramento, CA 95814

24. Who should complete the PPA/AR for the district?

Each LEA determines who is responsible for administering the LEA program and completing the PPA/AR each year. The PPA/AR must be signed by an individual who is authorized to bind contracts, which is identified in the district's board resolution.

Collaborative Composition

25. What should the collaborative consist of?

The interagency collaborative shall consist of at least three individuals with varying interest in the reinvestment of funds for the LEA Program. The collaborative membership shall involve, generally, representation will include the schools, major public agencies service children and families, including health, mental health, social services, and juvenile justice, the courts, civic and business leadership, the advocacy community, parents or guardians, current safety net and traditional health care providers, and LEA fiscal business staff. Additional information can be found in Welfare and Institutions Code, commencing with Section 18986 and the LEA Collaborative as specified in California Education Code, commencing with section 8806.

26. Is the LEA Billing Collaborative for the 2011/2012 Fiscal Year going to be for 2012/2013 as the slide indicates? Or should we have the members of 2011/2012 sign?

For the 2012-2013 Fiscal Year (FY), the LEA will complete the PPA for the 2012-2013 FY and report the financial information from the 2011-2012 FY on the annual report financial data statement. Each year, the LEA must have a collaborative group that makes the decisions for the reinvestment of LEA funds for the current FY.

National Provider Identification (NPI) Number

27. Are LEAs required to apply for an NPI number before starting the enrollment process for the LEA Program?

If you have not already obtained an NPI Number you must obtain one prior to applying to participate in the LEA Medi-Cal Billing Option Program. The NPI Number is issued and obtained through the Centers for Medicare & Medicaid Services (CMS) National Plan and Provider Enumeration System (NPPES). The NPI Number is a Health Insurance Portability and Accountability Act (HIPAA) Administrative Simplification Standard that does not carry any information about healthcare providers; such as the state in which they live or their medical specialty. Additional information for obtaining an NPI can be found under the "Getting Started" section on LEA website.

LEA Tape Match

28. How can I obtain a student's Medi-Cal Beneficiary Identification Card (BIC) number?

The student's BIC contains the 14-digit alphanumeric BIC number. However, if the card is not available, your LEA can obtain the BIC number using the LEA Tape Match system or a Memorandum of Understanding (MOU) with the county welfare department.

Licensing Requirements

29. Who can provide reimbursable services without licenses and or a Pupil Personnel Services credential?

A list of qualified practitioners, licensing and credentialing requirements are located in the local end section of the LEA Provider Manual.

Miscellaneous

30. Some of the common errors committed while completing the PPA/AR, so as to avoid committing them.

- LEAs are submitting documents with incomplete information.
- Several LEAs did not complete the anticipated service funding priorities of the LEA Medi-Cal Collaborative section of Attachment 1A.
 - The PPA/AR instructions state, "If there is an ending balance indicated on line (e), it is required that the plan for future use of this unexpended revenue be listed. This usage may be similar to the anticipated service priorities for the next fiscal year."
- Several LEAs did not complete the Anticipated Service Funding Priorities section of Attachment 2.
 - The PPA/AR instructions state, "List the top service funding priorities for your LEA for the upcoming school year."
- LEAs are not aware of who is authorized to sign the PPA.
 - The PPA/AR instructions specify that the Superintendent, Assistant Superintendent, or Business Services/Fiscal Officer are the authorized representatives that DHCS will recognize as individuals who can bind the PPA.
 - The PPA It is a legally binding contract and should only be signed by individuals who have been assigned signature authority by the district.
- Documents are missing from the submission.
 - A Final Checklist is included in the PPA/AR workbook that lists all of the items that the LEA is required to include in the submission of the PPA/AR.
- Medi-Cal Provider Enrollment Information Sheet:
 - Contact person, NPI, and EIN are Incorrect. —
 - Authorized representative is incorrect and/or signature is missing. —

- The contact person listed is not the person responsible for administering the LEA Program.
- Email for the contact person is missing/incorrect or personal home email is used.

31. Can we bill for all mental health services that were previously covered under the County Mental Health Program?

Currently under the LEA Medi-Cal Billing Option Program, mental health services that are reimbursable include IEP/IFSP psychological assessments, psychosocial status assessments, psychology/counseling treatment and Targeted Case Management services. No other mental health services are currently reimbursable.